## **Public Case Recordation Case Information Report**

Menu Option: Pub CR Case Info

**Purpose**: This report is used to find case information by case type. The report include 6 views: Serial Number List, Case Information by Case Type, Case Information by Serial Number, Pending Organization Data, Full Results, and the Banner Page. It also includes a sub report for Case Information Totals.

**Selection Criteria**: The criteria input for the report is found in Lands & Mineral System Report, under the Public Mining Claims Reports section. There is a combination of mandatory and optional criteria.

The mandatory criterion include administrative state, case group code, OR Case Group (text), OR Case Type Code. Select the administrative state(s) and make a selection from only ONE of the criterion for case group code, case group, or case type code.

Optional criterion include either the Geographic (Geo) State, County, Disposition, District Office, Field Office, Administrative Agency, or Commodity Code.

### **Procedure**:

1. Select **Pub CR Case Info** from the reporting menu.



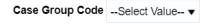
Please notice that the mandatory criterion is indicated with an asterisk.

### Identify the Mandatory Information:

1. \*Admin State: Select one or more from the list.

#### Select only one of the following mandatory criterion.

2. **Case Group Code**: Using the down arrow, you may select one or more from the list of case group codes, or you may enter the code by type directly into the field.



Case Group Code are the first two characters of the complete case type code. For example, case group code 31 includes the case type codes of 310070, 310112, 310771 to 318510.

3. **Case Group**: Select one or more from the list, or you may enter it *exactly* as it appears on the list. For example, if you would like oil and gas agreements, it must entered as "OG AGREEMENT" (all CAPITAL letters).



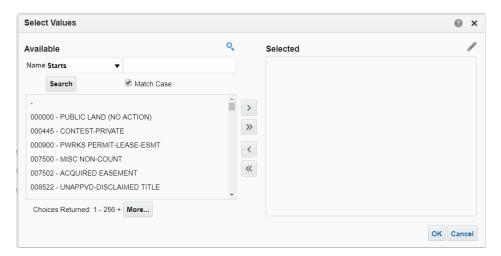
4. **Case Type Code**: Select or more from list. This list display the complete case type code along with the definition of each code.



5. **More/Search Feature:** The drop down lists only display a limited amount of selections. To see more, click on "More/Search..."

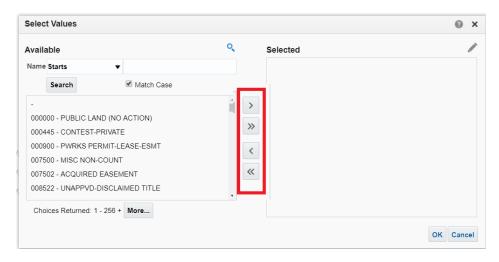


Approximately 256 rows of choices will be displayed at a time. To view more rows, click on the "More" button to see the next set of choices. Use the scroll bar on the right side of the list to view all of the choices.



Click on a selection to highlight it. You may select one or more by holding the Ctrl key and clicking on the row(s) you would like.

Click on the right arrow (>) to move your selection(s) to the "Selected" column.



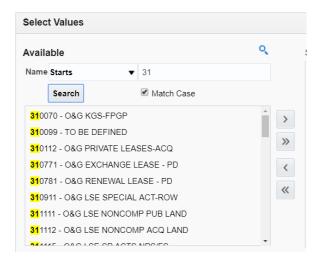
The single right arrow (>) moves the only the selected rows to the right. The double right arrows (>>) move ALL rows to the "Selected" column on the right.

The single left arrow (<) moves only the selected rows in the "Selected" column back to the left side and they are no longer a part of the search. The double left arrow (<<) moves ALL rows in the "Selected" column back to the left side.



You may also search for specific values. The default is to search with any values that "Starts" with a particular set of characters. Other options are: Contains, Ends, or Is Like (Pattern Match).

Many of the codes are concatenated fields meaning the actual code and definition are combined, as shown below. If you are searching for a specific value, it must be entered exactly as shown above.



Using the "Starts" search function, enter the beginning digits or characters, and click on the Search button. Click on the individual line or hold the Ctrl key and click to select multiples. Using the single right arrow to move your selection to the right side. Use the double right arrows to move all of the codes to the right side in the "Selected" column and click OK.

When you have selected the Mandatory criteria, click on the NEXT button to proceed.

### Identify the Optional Information:

Public CR Case Information Select from any of the Optional criteria below.			
Click OK to run the rep	port.		
Geo State	□NULL		
County	Select Value ▼		
Disposition	□NULL □AUTHORIZED □CANCELLED □CLOSED □EXPIRED □PENDING □REJECTED □RELINQUISHED □VOID □WITHDRAWN		
District Office	Select Value ▼		
Field Office	Select Value ▼		
Admin Agency	Select Value ▼		
Commodity Code	Select Value ▼		
Admin Agency Code	begins withSelect Value ▼		
	Cancel Previous OK Reset ▼		
	Refresh		

The optional criterion are Geo State, County, Disposition, District Office, Field Office, Administrative (Admin) Agency, or Commodity Code.

6. **Geo State**: Based on your selection of admin state(s), the list of geographical states will be limited to only the applicable state codes. The example shows the geo states for the admin state of MT.



7. **County**: Only the applicable counties will be listed, based on the selected admin state(s).

County --Select Value-- ▼

Click on the drop down arrow to see the list for county. Select one or more from the list.

You may click on the "Search ..." button to launch the search box described above.

8. **Disposition**: Select one or more from the list of case dispositions.

Disposition	■ NULL
	AUTHORIZED
	□ CANCELLED
	□ CLOSED
	EXPIRED
	PENDING
	REJECTED
	RELINQUISHED
	■ VOID
	■ WITHDRAWN

9. **District Office**: The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of district offices. Select one or more from the list.



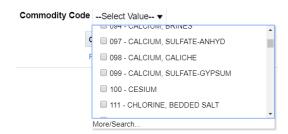
10. **Field Office**: The values displayed in the selection box are based on the selected administrative state(s) and district office(s). Click on the drop down arrow to see the list of field offices. Select one or more from the list.



11. **Admin Agency**: The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list.



12. **Commodity Code:** Select one or more commodities from the list. You may also use the More/Search feature described above.



13. Admin Agency Code to specify one or more Admin Agency Code. Select the Admin Agency Code value from the list box, or enter it into the text box. You can search for more options by clicking More/Search in the drop down menu. Refer to the Reference Codes to determine Admin Agency Code, if necessary

#### **Process Report:**

14. After selecting all criterion, click **OK** to process this report. You may also Cancel the report, return to the Previous screen, or reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.



15. When processing has completed, there are 6 views for this report. The default view displays the information by the Serial Number List.

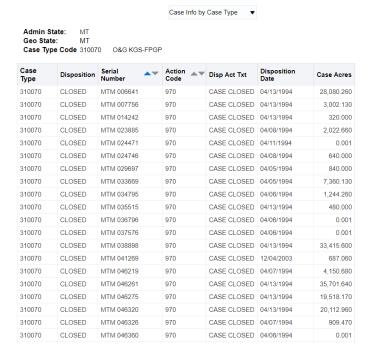


To view the other views, click on the down arrow to select a different view.

### Serial Number List:



### Case Info by Case Type:



# Case Info by Serial Number:

Case Info by Serial Number ▼

 Admin State:
 MT

 Geo State:
 MT

 Case Type Code
 310070
 O&G KGS-FPGP

Case Type	Disposition	Serial Number	•	Action Code	Disp Act Txt	Disposition Date	Case Acres
310070	CLOSED	MTM 006641		970	CASE CLOSED	04/13/1994	28,080.260
310070	CLOSED	MTM 007756		970	CASE CLOSED	04/13/1994	3,002.130
310070	CLOSED	MTM 014242		970	CASE CLOSED	04/13/1994	320.000
310070	CLOSED	MTM 023885		970	CASE CLOSED	04/08/1994	2,022.660
310070	CLOSED	MTM 024471		970	CASE CLOSED	04/11/1994	0.001
310070	CLOSED	MTM 024746		970	CASE CLOSED	04/08/1994	640.000
310070	CLOSED	MTM 029697		970	CASE CLOSED	04/05/1994	840.000
310070	CLOSED	MTM 033669		970	CASE CLOSED	04/05/1994	7,360.130
310070	CLOSED	MTM 034795		970	CASE CLOSED	04/06/1994	1,244.260
310070	CLOSED	MTM 035515		970	CASE CLOSED	04/13/1994	480.000
310070	CLOSED	MTM 036796		970	CASE CLOSED	04/06/1994	0.001
310070	CLOSED	MTM 037576		970	CASE CLOSED	04/06/1994	0.001
310070	CLOSED	MTM 038898		970	CASE CLOSED	04/13/1994	33,415.600
310070	CLOSED	MTM 041269		970	CASE CLOSED	12/04/2003	687.060
310070	CLOSED	MTM 046219		970	CASE CLOSED	04/07/1994	4,150.680
310070	CLOSED	MTM 046261		970	CASE CLOSED	04/13/1994	35,701.640
310070	CLOSED	MTM 046275		970	CASE CLOSED	04/13/1994	19,518.170
310070	CLOSED	MTM 046320		970	CASE CLOSED	04/13/1994	20,112.960
310070	CLOSED	MTM 046326		970	CASE CLOSED	04/07/1994	909.470

# Pending Organization Data:

Pending Organization Data ▼

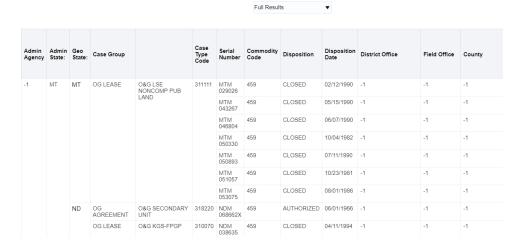
Admin State: ΜT Geo State: ΜT

10010000 NORTHERN REGION - USFS Pending Organization:

Pending Organization Total:

Serial Number	Case Type	Disp Act Txt
MTM 033699	311111	APLN RECD
MTM 035951	311111	CASE CLOSED
MTM 035952	311111	CASE CLOSED
MTM 047082	311111	CASE CLOSED
MTM 047336	311111	NEW PRIORITY ESTABLISHED
MTM 047339	311111	APLN RECD
MTM 047342	311111	APLN RECD
MTM 047517	311111	CASE CLOSED
MTM 048087	311111	CASE CLOSED
MTM 048662	311111	CASE CLOSED
MTM 049205	311111	CASE CLOSED
MTM 050071	311111	CASE CLOSED
MTM 050114	311111	CASE CLOSED
MTM 053055	311111	APLN RECD
MTM 053085	311111	CASE CLOSED
MTM 053935	311111	APLN RECD

### Full Results Table (Unformatted Set of Results):



### Banner Page:



The Banner Page displays the criterion used for the report.

At the bottom of each view, there are several options to choose:

Return - Refresh - Print - Export -

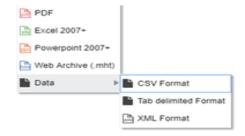
Return – Returns to the criteria page.

Refresh – This will process the report again and refresh the data that is displayed.

Print – Allows you to print this report to .pdf format, or HTML format.



Export – Allows you to export the data to various formats:



16. Sub Report – Case Info Totals: To run this report, you must return to the reporting menu. Click on Pub CR Case Info to display the cascading choices. Select Pub CR Case Info Totals.

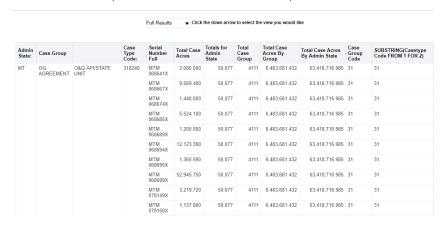


17. This report uses all of the same mandatory and optional criterion as described above. Select all of the desired criterion and click **OK** to process the report.

This "view" includes the Case Type Totals, Full Results , and Banner Page. Case Type Totals:

С	ase Type Totals 🔻	Click the down arr	ow to select the vie	w you would like
Admin St	ate:	MT		
Case Gro	up Code:	31		
Total Cas	es for Case Gro	up: 50,077 Tota	al Case Acres fo	r Group: 63,418,7
Case Type	Case Type Text		Case Counter	Total Case Acres
310070	O&G KGS-FPGF		262	1,181,482.269
310112	O&G PRIVATE L	EASES-ACQ	8	1,894.870
310771	O&G EXCHANG	E LEASE - PD	106	32,155.820
310781	O&G RENEWAL	LEASE - PD	139	49,905.540
310911	O&G LSE SPEC	AL ACT-ROW	38	1,577.000
311111	O&G LSE NONC	OMP PUB LAND	12,050	23,627,044.515
311112	O&G LSE NONC	OMP ACQ LAND	2,378	1,960,641.611
311116	O&G LSE SP AC	T FFMC	11	2,232.410
311121	O&G LSE NONC	OMP PD -1987	2,855	3,678,697.788
311122	O&G LSE NONC	OMP ACQ-1987	994	836,215.156
311132	O&G LSE FUT IN	IT NC-ACQ	7	1,549.970
311211	O&G LSE SIMO	PUBLIC LAND	13,259	16,146,449.105
311212	O&G LSE SIMO	ACQ LAND	4,000	3,784,100.918
312011	O&G LSE COMP	PUBLIC	887	198,119.226
312012	O&G LSE COMF	ACQUIRED	261	45,588.200
312013	O&G LSE COMP	GSA LAND	27	11,470.440
312014	O&G LSE COMP	PROT LSE	10	1,367.990

### Full Results Table (Unformatted Set of Results):



## Banner Page:

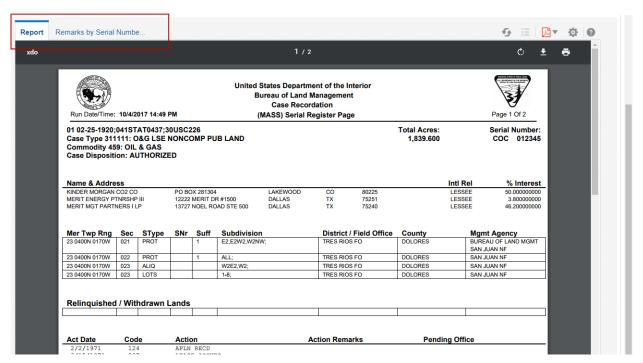


#### Links to Serial Register Page (SRP)

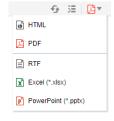
When the results of the report are displayed, the Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

To go to the SRP – click on a Serial Number. Then click on the "SRP" link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.

There are two 'tabs' for this SRP – Report and Remarks by Serial Number. The first tab displays the serial register page with all of the information for that case, except any general remarks. To view and print the remarks, click on the "Remarks by Serial Number" tab.



When the SRP is displayed, you may print it in pdf format. Click on the red Adobe icon in the upper left corner. Several options are available, but pdf is recommended.



# Print Serial Register Page:

Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.

You may close this new page to return to the results of the report.

